

Gaining the PSHE Association Quality Assurance Mark for your resource

The PSHE Association is the subject association supporting teachers of personal, social, health and economic education in schools throughout England and beyond. Our remit is to support teachers in delivering the highest quality personal, social, health and economic (PSHE) education to children and young people.

Achieving the PSHE Association Quality Assurance Mark will inspire confidence within the professional community when choosing your resource and we will help you to promote the resource if you successfully complete our quality assurance process.

For us, effective practice in PSHE education is defined by 10 research-evidenced principles – our [ten principles](#) of effective practice in PSHE education. In order to achieve our Quality Assurance Mark your resource must evidence that it meets a demanding set of standards drawn from these principles.

There are clearly differences between resources that support an entire programme of PSHE education and briefer, more focused resources that enrich aspects of a school's PSHE education programme. For more focused resources evidencing the full breadth of the standards may not be possible, so we offer two options: assessment against our **core quality standards** for briefer, more focused resources and assessment against our **full quality standards**, for more comprehensive resources.

The benefits of achieving the PSHE Association Quality Assurance Mark

PSHE Association Quality Assurance Mark will enable you to place our Quality Mark on the cover of your resource demonstrating to the professional community that your resource is at the leading edge of effective teaching practice in PSHE education. We also promote some quality assured resources to our mailing list of over 19,000 PSHE professionals and our social media contacts including over 12,400 Twitter followers and 1900 Facebook followers. Additionally in the period from the 1 April 2017- 1 April 2018 we had over 1,210,000 annual website page views giving us an unmatched reach into the PSHE education community in England. If we agree to promote your resource/s, all contacts on our database as well as our social media followers will be notified that your resource has been awarded our Quality Assurance Mark. Your resource will also be listed on our website among the select few to have received this Mark. Alongside each quality assured resource, we will provide a testimonial which may help you to promote the resource. You will also have the opportunity to exhibit your resource at our annual conference and to have a banner about your resource on the front page of our website. These opportunities are exclusively for quality assured resources and are separately priced.

The assessment process

- Organisations interested in seeking our quality mark should fill in the Quality Assurance Enquiry Form which can be obtained from our website or by contacting the PSHE Association via info@pshe-association.org.uk. We use the form to find out more about your organisation and to make sure that the resource includes teaching materials which can be quality assured using our self-assessment criteria. Please note that we cannot quality assure standalone DVDs without supporting teaching materials or training, workshops, consultancy or similar services. Please contact us if you are not sure that your resource would qualify.
- After the Quality Assurance Enquiry form has been assessed by the PSHE Association team we will inform you whether we are able to proceed with the process. If we are able to continue you will be offered a quote and forwarded the 'Quality Assurance Assessment form' which is the second stage of the process.
- We require organisation applying to complete front page only of the 'Application for Quality Assurance' so that you are aware of the criteria that your resource will be evaluated against.
- After the resource and the completed Quality Assurance Assessment form are submitted to the PSHE Association it will be assessed by our expert team.
- The assessor will either endorse the resource as meeting our standards or recommend changes that would need to be undertaken prior to resubmission for further assessment. For this reason we strongly encourage resources to be submitted in draft form prior to publication.
- A resource producer may re-submit their revised resource anytime within one year after the completion of the first full assessment. Any re-submissions made after this time may be charged an additional fee to cover the costs of the re-assessment. The PSHE Association will keep in touch with the applicant during this period to follow up on progress.
- Organisations have a right to appeal if they believe the assessment is incorrect or unfair. The reasons for appealing will be forwarded to another assessor who will review the initial assessment considering any further evidence that has been offered. At all times the decision of the PSHE Association is final.
- The organisation will then either receive approval to use the PSHE Association Quality Assurance Mark or, if they wish, make such alterations as recommended by the assessor and resubmit. There may be additional costs should alterations need to be considered.

How long can we use the PSHE Association Quality Assurance Mark?

- A resource that has achieved our Quality Assurance Mark will be able to use this for a period of three years after which it must be submitted for reassessment. At this time authors should provide evidence that the resource is still current, continues to reflect national policy, guidance and law and remains relevant to learners. After successful submission the PSHE Association Quality Mark will be renewed for a further three years.
- If a resource that has achieved our Quality Assurance Mark is revised during this period the PSHE Association must be informed and, depending on the extent of any revision, we would reserve the right to reassess the resource and charge for the cost of doing so. The PSHE Association may withdraw its quality mark from any resources which have been materially changed without informing us.

- At all times the Quality Mark remains the property of the PSHE Association and can only be used for the resource that has met our standards, not to promote the organisation which has developed the resource or any other resources they have produced that have not been assessed.

Costs

- We cost each resource individually depending on a range of factors including the size of the resource, the complexity of the material, whether the 'core' or 'full' quality mark is being sought and the promotional options the publishing organisation wishes to take up¹. For example, we can offer at an additional cost, an individual mail-out to our contact database about the resource gaining our quality mark, a home page banner and exhibition space at our annual conference. We can also often offer bulk discounts for the quality assurance of more than one resource.
- For a quote, please complete the Quality Assurance Enquiry Form and return it to info@pshe-association.org.uk.
- Please note – the PSHE Association reserves the right to require that a resource meets all relevant standards before awarding our Quality Mark and there may be additional charges for the reassessment of resources.
- All quotes offered last for a period of three months from when they are offered. After this time the PSHE Association reserves the right to revise or cancel the quote offered.

If a quote is accepted the resource producer has a period of three months from the agreement date in which to submit a copy of the agreed materials for review. If the submission is not made in this period the PSHE Association reserves the right to revise or cancel the quote offered

What do we do next?

- Fill in the Quality Assurance Enquiry form and return it to info@pshe-association.org.uk.
- Decide if you wish to apply for the 'core standard' or the 'full standard'.
- Submit your resource, with the appropriate fee to the PSHE Association – we strongly recommend using 'special delivery' if providing a hard copy. Please feel free to submit your completed framework electronically but we may request a hard copy of your resource.
- If you wish us to return the resource to you after assessment please let us know when you submit it for assessment. We will need to charge postage and packing for the return of your resource, or alternatively you can include a stamped, addressed envelope/package.

¹ The PSHE Association reserves the right not to promote all Quality Assured Resources to all members

Where do we send our resources and submissions?

The PSHE Association, CAN Mezzanine, 32-36 Loman Street, London, SE1 0EH or by email info@pshe-association.org.uk with the title '[Resource Name] Self-Assessment for Quality Assurance'. Please make initial contact with the PSHE Association via the above email address before submitting any materials by post.

Terms and conditions

1. Organisations which have developed resources which achieve the PSHE Association's quality mark are entitled to use a version of the PSHE Association logo which states 'This resource has been quality assured by the PSHE Association' on the quality-assured resources themselves and promotional materials relating to the resource (including relevant web listings). The organisation which has developed the resource should not use the PSHE Association's logo to promote their organisation as a whole. The PSHE Association will provide the version of its logo with the statement 'This resource has been quality assured by the Association' on completion of the QA process.
2. The PSHE Association reserves the right to require that submitted resources meet the quality standards in full before awarding them its quality mark. These quality standards are set out on the [PSHE Association website](#) and reflect research evidence of effective practice in PSHE education.
3. The PSHE Association reserves the right to charge the agreed price for the quality assurance process.
4. At all times the Quality Mark remains the property of the PSHE Association and can only be used for the resource that has met the Association's standards.
5. The PSHE Association reserves the right to refuse funding, including in relation to quality assurance, from any individual or organisation where their vision, mission and values conflict with its own.
6. The PSHE Association's assessors will either endorse the resource as meeting its standards or recommend changes that would need to be undertaken prior to resubmission. Organisations have a right to appeal if they believe the assessment is incorrect or unfair in which case they should present their reasons. These will be forwarded to another assessor who will review the initial assessment considering any further evidence that has been offered. At all times the decision of the PSHE Association is final.
7. The submitting organisation will either receive approval to use the PSHE Association Quality Assurance Mark on the assessed resource or if they wish, make such alterations as recommended by the assessors and resubmit. There may be additional costs should alterations need to be considered.
8. The PSHE Association reserves the right to charge extra fees to look at changes made to resources either in response to its feedback in the quality assurance process or as part of their own development process (for example, a second edition of a text book or set of lesson plans).
9. Organisations seeking quality assurance of their resources should specify if they wish the resource to be quality assured against 'core' or 'full' standards. If the quality assurance mark is awarded, they should specify in relevant communications that either the 'core' standards or the 'full' standards have been met.

10. The PSHE Association will make its members aware of any resources which achieve its quality standards via regular mailshots to individuals and organisations as well to its social media followers if this is agreed. The PSHE Association will consult publishing organisations on its statements about the resource but its decision on the text of web content, social media messages and email communications will be final.
11. Resources which gain the PSHE Association Quality Assurance Mark will be listed on the PSHE Association website under 'Resources Quality Assured by the Association'. See [here](#) for current listings. For an additional cost, publishing organisations may also purchase: banner space on the front page of the PSHE Association website to publicise their resource; an individually tailored email to the PSHE Association's mailing list focussed solely on the resource; and exhibition space for resource at the PSHE Association's annual conference. These opportunities are exclusively available to organisations which have produced resources which have been quality assured by the PSHE Association, but cannot be offered to all organisations that gain the Quality Mark. The PSHE Association therefore reserves the right not to offer promotional opportunities to every publisher of a Quality Marked resource.
12. Resources which gain the PSHE Association Quality Assurance Mark will be promoted to our members and followers on the PSHE Association website and by e-newsletter and social media for an additional charge. Follower/mailling list numbers are constantly changing but in July 2018 there were over 19,000 on the mailing list and 14,300 on Twitter and Facebook. (Note that members may be both on the PSHE Association mailing list and follow the Association via social media). Not all followers will open messages or click through on the links provided and the PSHE Association cannot be held responsible for the response of its members to promotion of individual resources. Click-through rates are likely to be higher on individually-tailored mail-outs which focus entirely on the resource rather than mentioning it in the context of a multi-item newsletter. Such mail-outs are available at an additional cost.
13. A resource that has achieved the PSHE Association Quality Assurance Mark will be able to use this for a period of three years after which it must be submitted for reassessment. At this time authors should provide evidence that the resource is still current, continues to reflect national policy, guidance and law and remains relevant to learners. After successful submission the PSHE Association Quality Mark will be renewed for a further three years.
14. If a resource that has achieved the PSHE Association Quality Assurance Mark is revised during the three year period, the PSHE Association must be notified and depending on the extent of any revision, the PSHE Association reserves the right to reassess the resource and charge for the cost of doing so. The Quality Mark may be withdrawn from any resource which has been substantially changed without prior consultation with the PSHE Association.
15. If it is brought to our attention that a resource which has gained the PSHE Association Quality Assurance Mark subsequently includes content that is not in line with the ten principles of PSHE education, then we will communicate our concerns to the publisher/ organisation and recommend appropriate changes.